

STAFF SERVICES MANAGER III

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: August 1, 2001

Collective Bargaining Identification: MCR

Job Analysis Conducted By: Susan Trevino, APA
Personnel Examining Section
1515 S Street, Room 101 N
Sacramento, CA

Number of Incumbents: There are 7 incumbents in this classification
per Department of Corrections Filled/Vacant
Position Report dated August 15, 2001.

Names of the Subject Matter Expert(s):

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STAFF SERVICES MANAGER III INFORMATION GATHERING

The initial list of task and knowledge, skills and abilities statements were identified after conducting a literature review which consisted of:

- California State Personnel Board Specifications
- California State Personnel Board Position Listing - Board of Prison Terms
- California State Personnel Board Position Listing - Department of Social Services
- California State Personnel Board Position Listing - Department of Corrections
- California State Personnel Board Position Listing - Department of Justice
- State of California Controller's Office Job Opportunity Bulletin
- State of Washington Administrative Services Manager Specification
- State of Arizona Personnel Manager I Position Specification